



Legislative Intern (unpaid) Capitol Office

The Office of State Representative Dawnna Dukes is seeking applicants for full or part-time legislative internships who will assist in the daily activities of the office. Interns must be able to commit to at least 10 hours a week.

Duties and Responsibilities:

Interns will assist with all duties related to the operation of the Office, including regular contact and discourse with constituents, public officials, media, advocates, lobbyists, and other Capitol staff. Intern duties may also include constituent casework, research, correspondence, community outreach projects, attending community events on behalf of the Representative, general office duties, and clerical tasks.

Duration:

This unpaid internship is for session only. The internship may be extended due to performance and needs of the Office.

Desired Qualifications:

Applicants should be professional, responsible, and possess strong interpersonal and organizational skills, with basic knowledge of the operation of standard office equipment. Applicants must be able to meet deadlines in high pressure situations, both independently and in cooperation with others, and demonstrate strong written and oral communication skills. General knowledge of the legislative process and issues of concern locally and statewide is greatly preferred.

To Apply:

Applicants should fax or email a resume, with the subject line "Legislative Internship" to:
Leonides Estrada-Chavez
Director of Constituent Services, Office of State Representative Dawnna Dukes
Telephone: 512-463-0506
Fax: 512-463-7864
Email: Leonides.Estrada-Chavez@house.texas.gov

The Texas House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment of the provisions of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0865